

Technical Branch  
Library, Museum and Zoo Group  
Zoo Series

**VETERINARY TECHNICIAN SUPERVISOR**

05/99 (SAC)

*Summary*

Under general supervision, supervise Zoo Animal Veterinary Medical Center operations and perform skilled technical work assisting a veterinarian.

*Typical Duties*

Provide routine, surgical and critical animal health care under direction of veterinarian. Involves: performing physical examinations, anesthesiology and radiology procedures; preparing patient, medication and equipment for surgery and assisting during surgery; monitoring animals' general health while in facility and vital signs during surgery and recovery and notifying veterinarian of any problems; preparing and dispensing prescribed medications and other pharmaceuticals; scheduling and overseeing routine parasite control treatments; euthanizing animals by lethal injection, as directed; arranging disposition of animal carcasses.

Conduct tests, procedures and analyses to provide data for research or diagnosis and treatment of disease in animals and its probable source. Involves: directing or performing basic lab tests, such as blood work, cultures for bacteria, fecal analysis and urinalysis; performing animal necropsy and preparing tissue samples for histopathology; arranging shipment of samples to outside labs; conferring with pathologists and collaborating with other institutions or individuals on animal cases or clinical research projects; chairing or serving on committees to ensure compliance with regulations governing humane and ethical treatment of animals.

Oversee daily clinic administration. Involves: participating in scheduling procedures and coordinating personnel resources; implementing established quarantine and testing procedures for incoming animals to ensure health of collection; developing technical protocols to improve quality control and accuracy of clinical techniques; compiling and inputting computerized medical records system (MedARKS) data, including animal behavior, physical condition, reproduction, and genealogy; coordinating International Species Inventory System (ISIS) record-keeping with curatorial staff; purchasing and maintaining inventory control of medical supplies and veterinary drugs; ensuring maintenance, cleanliness and sterility of veterinary facilities; writing veterinary necropsy reports.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe working practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform other duties as required. Involves: substituting for subordinates, coworkers or supervisor to maintain continuity of services and operations during temporary absences; serving as technical resource for consulting or contracted veterinarians, veterinary interns and departmental staff; assisting in developing and implementing training programs related to veterinary medicine field; handling, restraining, sedating and transporting zoo animals.

*Minimum Qualifications*

Training and Experience: Graduation from an accredited two-year Veterinary Medicine Technician program or an Associates degree in animal health, biology, zoology, pre-veterinary medicine or a related field, and five (5) years paraprofessional or technical animal health care experience assisting a veterinarian, including at least two (2) years experience in the care, handling, observation and medical examination or treatment of various zoo species; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: animal species, behavior, diets, diseases and parasites; zoo or exotic animal health care principles and practices; animal pharmacology and physiology; laboratory equipment, procedures and techniques used in a veterinary animal clinic or hospital. Good knowledge of: hazards and safety precautions pertinent to the field, including federal, state and local regulations related to radiology equipment and disposal of pathogenic and hazardous materials; supervisory practices.

Ability to: read and interpret technical procedures and government regulations related to veterinary medical technology; recognize medical symptoms, including abnormal animal behavior or other effects of disease; apply sound medical judgment and react rapidly to situations; perform a variety of complex veterinary and operative procedures; prepare and dispense medicinal drugs as prescribed; firmly and impartially exercise delegated supervisory authority and enforce personnel rules and regulations; express oneself clearly and concisely, orally and

in writing; maintain effective working relationships with fellow employees, patients and the general public; maintain complex records and prepare reports.

Skill in the safe use and care of: full range of equipment used in a veterinary environment; personal computers and related computer-based record keeping systems, spreadsheets and word processing software.

*Physical Requirements:* Frequently exposed to zoonotic illnesses, possible injury from animals and chemicals; occasionally required to lift and carry heavy objects (up to 50 pounds).

*Special requirements:* Subject to call during non-working hours; must work various shifts and weekends.

*Licenses and Certificates:* Current Registration as a Veterinary Technician in State of Texas, ability to transfer registration from another state within one year of hire or equivalent such as degreed veterinarian.

---

Director of Personnel

---

Department Head

OFFICIAL